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Born-Digital Files: Workflows and Standards

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BORN-DIGITAL FILES: WORKFLOWS AND STANDARDS

Farmer Oral History Collection

Audio Files

Farmer Oral History Collection

1. Receive WAV Files
2. Edit Files
3. Manage Metadata
4. Create Transcripts
5. Upload to DSpace

Receive WAV Files

1. Rename
2. Create back-up copies



Olympus LS-10
Linear PCM recorders

Edit Files

- Audacity
 - Amplify
 - Remove
 - pauses
 - background noises
 - Export to MP3



Manage Metadata

Dublin Core

contributor.interviewer
contributor.interviewee
title
date.created
description
subject
coverage.spatial
language.iso
type
equipment.digitizing
identifier
format.extent

DSpace Label

Interviewer
Interviewee
Title
Date of interview
Description
Keywords*
Coverage spatial
Language
Type
Digitizing Equipment
Class number and year
Length of recording

*LCSH

Transcribe

- ◎ [Oral History Association](#)
 - [H-Oralhist](#)
- ◎ Express Scribe
- ◎ Edit transcripts
- ◎ Convert to PDF



Upload to DSpace

⦿ Files

- WAV (unedited version)
- MP3 (edited version)
- Transcript PDF

Digital Costume Collection

Image Files

Digital Costume Collection

1. Receive JPEG and NEF Files
2. Manage Metadata
3. Batch Upload to DSpace

Receive JPEG and NEF Files

Nikon D3000

- Convert NEF files to TIFFs
- Organize image files for batch upload



Manage Metadata

- OAI-PMH Repository plugin for Omeka



Manage Metadata

- ⦿ Configure DSpace collection to harvest metadata
- ⦿ Export metadata
- ⦿ Clean up metadata in Excel
- ⦿ Prepare for batch upload using the [Enhanced Excel Macro](#) developed by Linda Newman and Catalina Oyler

Metadata

Dublin Core

title
contributor.designer
contributor.manufacturer
date.created
coverage.temporal
coverage.spatial
description.context
description
description.notes
format.medium
format.extent
type

DSpace Label

Title
Designer
Manufacturer
Date created
Decade
Geographic Area
Social/Cultural Context
Description
Tag Text
Material
Size
AAT Type*

*Art and Architecture Thesaurus

Metadata

Dublin Core

subject
subject.aat
identifier
language.iso
publisher.OLinstitution
publisher.digital
relation.ispartof
relation.hasPart
description.provenance
contributor.photographer
equipment.digitizing
date.digitized

DSpace Label

Subject Keywords
AAT Subjects*
Identifiers
Language
OhioLINK Institution
Digital Publisher
Collection Name
Garment Components
Provenance
Photographer
Digitizing Equipment
Date Digitized

*Art and Architecture Thesaurus

Upload to DSpace

- ⦿ Delete DSpace collection
- ⦿ Create new DSpace collection
- ⦿ Upload to DSpace using the [Remote Batch Submission](#) procedures

Senior Independent Study Collection

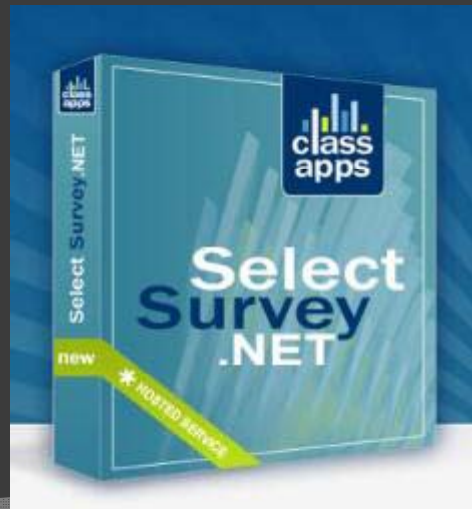
Text Files

Senior Independent Study Collection

1. Receive Files
2. Manage Metadata
3. Upload to DSpace

Receive Files

- DOC, DOCX, PDF, etc.
- Rename according to file-naming structure
- Convert all files to PDF using Adobe Acrobat Pro



Manage Metadata

- ⦿ Export metadata from Select Survey
- ⦿ Clean up metadata in Excel
- ⦿ Prepare for batch upload using the [Enhanced Excel Macro](#) developed by Linda Newman and Catalina Oyler

Metadata

Dublin Core

title
title.alternative
contributor.author
contributor.advisor
date.created
type
format
description.abstract
description.alternative
subject.lcsh
subject
language.iso
identifier
degree.name
degree.discipline
degree.grantor

DSpace Label

Title
Alternative Title
Author/Creator
Advisor
Date completed
IS type
IS format
Abstract
Additional Description
LC Subject Headings
Subject Keywords
Language
Identifier
Degree Name
Degree Discipline
Degree Grantor

Upload to DSpace

- Upload to DSpace using the [Remote Batch Submission](#) procedures

Questions/Discussion